

# TOWN OF SHREWSBURY

## APPLICATION FOR PERMIT TO BUILD

### INSTRUCTIONS

The applicant must contact the Town Departments listed below regarding the following:

Department	Subject	Date	Initials
Assessors	Street No. Assignment .....		
Assessors	Tax Plate, Plot No. ....		
Light Department	Wiring Inspections .....		
Conservation Commission	Wetlands Filing .....		
Engineering	Subdivision Driveways .....		
Water & Sewer	Water Service .....		
Water & Sewer	Sanitary Sewer Service .....		
Highway Department	Driveway Permit .....		
Health Department	Sewage Disposal Permit .....		
Fire Department	Fire Detection System .....		

## BUILDING PERMIT APPLICATION INSTRUCTIONS

1. Plot plan must be drawn to scale and original drawn in ink.
2. Show all lot dimensions and area.
3. Show dimensions of all existing and proposed structures on the lot. Include all decks and porches.
4. Existing and proposed structures shall be distinguished by contrasting colors, or crosshatching existing structures.
5. Show front, rear, and side yard setback dimensions.
6. Show width of street right of way indicating whether it is public or private.
7. Note any zoning district lines within 100 feet of property.
8. Plot plans shall be submitted in duplicate.
9. Floor plans, foundation plans and framing sections are required for all new construction.

**NO CONSTRUCTION IS ALLOWED PRIOR TO PROCUREMENT OF A BUILDING PERMIT**

## INSPECTIONS REQUIRED

1. Foundation and footing – prior to commencing superstructure and prior to backfill.
2. Rough framing before insulation, after plumbing and electrical inspections have been endorsed on permit. All firestopping and firewalls must be in place.
3. Final inspection before occupancy, after approval of finish plumbing, wiring and smoke detection system has been obtained.

Requests for inspections must be made 24 hours in advance by calling the Building Inspector's office at 841-8512.

----- APPLICATION FOR PERMIT TO BUILD -----

1. No. & Street \_\_\_\_\_

2. TAX PLATE \_\_\_\_\_ PLOT NOS. \_\_\_\_\_ SUBDIV. LOT NO. \_\_\_\_\_ ZONING DIST. \_\_\_\_\_

3. PROPOSED CONSTRUCTION/USE \_\_\_\_\_

	NAME	ADDRESS	TEL. NO.
1. OWNER			
2. CONTRACTOR			
3. ARCHITECT			

1. TYPE OF FRAME \_\_\_\_\_

2. NO. OF STORIES \_\_\_\_\_

3. STYLE OF BLDG. \_\_\_\_\_

4. FLOOR AREA (SQ. FT.) \_\_\_\_\_

A. BASEMENT, CELLAR \_\_\_\_\_

B. FIRST FLOOR \_\_\_\_\_

C. SECOND FLOOR \_\_\_\_\_

D. THIRD FLOOR \_\_\_\_\_

E. OTHER \_\_\_\_\_

5. INT. WALLS \_\_\_\_\_

6. EXT. WALLS \_\_\_\_\_

7. TYPE OF HEAT \_\_\_\_\_

8. WATER SUPPLY:                      TOWN                      PRIVATE

1. BUILDING..... \_\_\_\_\_

2. ELECTRICAL ..... \_\_\_\_\_

3. PLUMBING ..... \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

1. NON-RESIDENTIAL .....

A. OFFICE .....

B. SALES, SERVICE .....

C. STORAGE .....

D. SHOP, MANUF. ....

E. KITCHEN .....

F. OTHER .....

A. KITCHEN .....	_____	_____
B. LIVING .....	_____	_____
C. DINING .....	_____	_____
D. FAMILY, DEN .....	_____	_____
E. BEDROOMS .....	_____	_____
.....	_____	_____
F. BATHS .....	_____	_____
G. LAUNDRY .....	_____	_____
H. BREEZEWAY .....	_____	_____
I. GARAGE (CARS) .....	_____	_____
J. DECKS/PORCHES ....	_____	_____
K. FIREPLACES .....	_____	_____
L. STORAGE .....	_____	_____

CONST. SUPERVIROR'S LICENSE # \_\_\_\_\_ HOME IMPROV. REG. # \_\_\_\_\_

DATE ISSUED

----- APPLICATION FOR PERMIT TO BUILD -----

1. No. & Street \_\_\_\_\_

2. TAX PLATE \_\_\_\_\_ PLOT NOS. \_\_\_\_\_ SUBDIV. LOT NO. \_\_\_\_\_ ZONING DIST. \_\_\_\_\_

3. PROPOSED CONSTRUCTION/USE \_\_\_\_\_

	NAME	ADDRESS	TEL. NO.
1. OWNER			
2. CONTRACTOR			
3. ARCHITECT			

1. TYPE OF FRAME \_\_\_\_\_

2. NO. OF STORIES \_\_\_\_\_

3. STYLE OF BLDG. \_\_\_\_\_

4. FLOOR AREA (SQ. FT.) \_\_\_\_\_

A. BASEMENT, CELLAR \_\_\_\_\_

B. FIRST FLOOR \_\_\_\_\_

C. SECOND FLOOR \_\_\_\_\_

D. THIRD FLOOR \_\_\_\_\_

E. OTHER \_\_\_\_\_

5. INT. WALLS \_\_\_\_\_

6. EXT. WALLS \_\_\_\_\_

7. TYPE OF HEAT \_\_\_\_\_

8. WATER SUPPLY:                      TOWN                      PRIVATE

1. BUILDING..... \_\_\_\_\_

2. ELECTRICAL ..... \_\_\_\_\_

3. PLUMBING ..... \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

1. NON-RESIDENTIAL .....

A. OFFICE .....

B. SALES, SERVICE .....

C. STORAGE .....

D. SHOP, MANUF. ....

E. KITCHEN .....

F. OTHER .....

A. KITCHEN .....	_____	_____
B. LIVING .....	_____	_____
C. DINING .....	_____	_____
D. FAMILY, DEN .....	_____	_____
E. BEDROOMS .....	_____	_____
.....	_____	_____
F. BATHS .....	_____	_____
G. LAUNDRY .....	_____	_____
H. BREEZEWAY .....	_____	_____
I. GARAGE (CARS) .....	_____	_____
J. DECKS/PORCHES ....	_____	_____
K. FIREPLACES .....	_____	_____
L. STORAGE .....	_____	_____

## DIMENSIONS

X \_\_\_\_\_  
SIGNATURE OF APPLICANT ADDRESS DATE

CONST. SUPERVIROR'S LICENSE # \_\_\_\_\_ HOME IMPROV. REG. # \_\_\_\_\_

APPROVED BY	\$ PERMIT FEE	PERMIT NO.	DATE ISSUED
-------------	---------------	------------	-------------

----- APPLICATION FOR PERMIT TO BUILD -----

1. No. & Street \_\_\_\_\_

2. TAX PLATE \_\_\_\_\_ PLOT NOS. \_\_\_\_\_ SUBDIV. LOT NO. \_\_\_\_\_ ZONING DIST. \_\_\_\_\_

3. PROPOSED CONSTRUCTION/USE \_\_\_\_\_

	NAME	ADDRESS	TEL. NO.
1. OWNER			
2. CONTRACTOR			
3. ARCHITECT			

1. TYPE OF FRAME \_\_\_\_\_

2. NO. OF STORIES \_\_\_\_\_

3. STYLE OF BLDG. \_\_\_\_\_

4. FLOOR AREA (SQ. FT.) \_\_\_\_\_

A. BASEMENT, CELLAR \_\_\_\_\_

B. FIRST FLOOR \_\_\_\_\_

C. SECOND FLOOR \_\_\_\_\_

D. THIRD FLOOR \_\_\_\_\_

E. OTHER \_\_\_\_\_

5. INT. WALLS \_\_\_\_\_

6. EXT. WALLS \_\_\_\_\_

7. TYPE OF HEAT \_\_\_\_\_

8. WATER SUPPLY:                      TOWN                      PRIVATE

1. BUILDING..... \_\_\_\_\_

2. ELECTRICAL ..... \_\_\_\_\_

3. PLUMBING ..... \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

1. NON-RESIDENTIAL .....

A. OFFICE .....

B. SALES, SERVICE .....

C. STORAGE .....

D. SHOP, MANUF. ....

E. KITCHEN .....

F. OTHER .....

A. KITCHEN .....	_____	_____
B. LIVING .....	_____	_____
C. DINING .....	_____	_____
D. FAMILY, DEN .....	_____	_____
E. BEDROOMS .....	_____	_____
.....	_____	_____
F. BATHS .....	_____	_____
G. LAUNDRY .....	_____	_____
H. BREEZEWAY .....	_____	_____
I. GARAGE (CARS) .....	_____	_____
J. DECKS/PORCHES ....	_____	_____
K. FIREPLACES .....	_____	_____
L. STORAGE .....	_____	_____

## DIMENSIONS

X \_\_\_\_\_  
SIGNATURE OF APPLICANT ADDRESS DATE

CONST. SUPERVIROR'S LICENSE # \_\_\_\_\_ HOME IMPROV. REG. # \_\_\_\_\_

APPROVED BY	\$ PERMIT FEE	PERMIT NO.	DATE ISSUED
-------------	---------------	------------	-------------